

To: DSS ALL

Several circumstances have come to our attention in the last few days that prompts me to reissue this memo on **Multiple Chemical Sensitivity**. The Department of Social Services has an increasing number of employees and clients who suffer from **Multiple Chemical Sensitivity (MCS)**.

Given that chemically sensitive individuals may react to different products with widely varying degrees of severity, it's very difficult to ensure a consistently comfortable and accommodating work environment under every conceivable set of circumstances. Even so, it is the desire of the Department of Social Services to minimize to the extent possible the barriers and difficulties experienced in the workplace by both employees and clients subject to chemical/fragrance sensitivities. Therefore we are requesting that staff be sensitive to co-workers and clients who may be allergic to various **chemical preparations**.

If you must use **perfume, lotion, hairspray, etc.**, please be judicious and remember, a little generally goes a long way, and please, **do not use nail polish remover** in the workplace.

It is important to maintain a clean and healthy work area. However, some individuals suffer from asthma, allergies or other respiratory ailments and should not be subjected to the spraying of **disinfectants** or **cleaning agents**. Check with your co-workers before spraying, remember that some cleaning agents can be harmful to others. Before you spray any such agent in the general work area, ask your co-workers.

Under no circumstances should any DSS employee be storing or using flammable substances in the workplace.

Please remain considerate of both co-workers and clients by keeping our shared spaces reasonably free of chemical-based scented products.

Thank you for your cooperation.

Astread Ferron-Poole
Director Affirmative Action Division